



Youngstown Municipal Court

2020 Annual Report

Published March 2021



Judges

The Honorable Carla J. Baldwin
Administrative & Presiding Judge

The Honorable Renee M. DiSalvo

Magistrate

Attorney Anthony Sertick Jr.

Clerk of Court

Sarah Brown-Clark

Youngstown Municipal Court History

9 West Front Street
3rd Floor
Youngstown, Ohio 44501

Mission Statement

The mission of Youngstown Municipal Court is to ensure access to justice, and to serve our community by efficiently and respectfully resolving criminal, traffic and civil cases in a fair and impartial manner.

Youngstown Municipal Court, the judicial branch of Youngstown city government, has been serving the community for more than 100 years as part of the Ohio Trial Court system.

The Youngstown Municipal Court act went into effect on January 1, 1914, making provisions for two judges. In 1929, the act was amended and provisions were made for a court of three judges. In 2012 the number of judges was reduced to two by state legislation, following the retirement of a judge.

In 2009, The National Center for State Courts ruled the courts' location at 26 W. Phelps Street was inadequate and did not meet current guidelines for efficient and safe court environments. The study outlined a plan to revamp the court by moving the Youngstown Municipal Court to the former post office building at Front and Market streets. In August 2015 the City entered into an agreement to renovate the former post office building for use as the Youngstown Municipal Court. In April 2018 the Court moved into the newly renovated facility located at 9 West Front Street.

Past and Present Youngstown Municipal Court Judges

Anthony B. Calvin 1904-1910
Herman Brandmiller 1910-1922
Michael B. Welsh 1914-1917
George Gessner 1917-1923
Joseph Hefferman 1923-1927
Thomas Jenkins 1921-1928
Peter B. Muhlolland 1927-1947
Mark Moore 1927-1941
Harry C. Hoffman 1927-1941
Henry Beckenbauch 1933-1937
John J. Buckley 1937-1949

William A. Mason 1944-1945
Robert Neivin 1940-1959
Frank Anzelloti 1946-1951
John Powers 1949-1953
Forrest Caalier 1953-1959
Don L. Hanni 1959-1965
Martin P. Joyce 1959-1971
John Leskovansky 1961-1973
Joseph Donofrio 1965-1972
Leo P. Morley 1969-1989
Nicholas Manos 1969-1971

Lloyd Haynes 1972-1990
Frank Kryzan 1973-1987
Louis K. Levy 1985-1997
Andrew Polovischak 1989-2000
Patrick V. Kerrigan 1989-1998
Robert A. Douglas 1997-2012
Robert P. Milich 1998-2017
Elizabeth A. Kobly 2000-2018
Carla J. Baldwin 2018-Present
Renee M. DiSalvo 2018-Present

Youngstown Municipal Court

Youngstown Municipal Court operates with two judges and a full-time magistrate. The Court presides over arraignments, criminal, civil and traffic cases, bench trials, jury trials, probation hearings, felony preliminary hearings, and motion requests. In addition the court operates Veterans Treatment Court, Drug Court, and the Suspended License Intervention Program, dockets that seek to address the underlying problems contributing to certain criminal and traffic offenses. Specialty Dockets involve a collaboration between a judge(s) and community service teams to develop a case plan and address specific behavioral issues contributing to a cycle of addiction or criminal activity.

As the judicial branch of the government in the city, Youngstown Municipal Court is accountable for providing the community with fair and impartial access to justice in a timely fashion. Being a member of the Ohio Trial Court System, the court follows the Ohio Supreme Court's Rules of Superintendence, which are prefaced by the following: "The foundation of our government rests upon the confidence of the people in the ability of their courts to achieve liberty and justice for all under the law. The fair, impartial, and speedy resolution of cases without unnecessary delay maintains this confidence, safeguards the rights of litigants to the just processing of their causes, and earns the trust of the public."

The court's two elected judges, appointed magistrate and staff perform their duties responsibly according to the court's Local Rules of Practice. With the dedication and vision of its leadership, the court and elected clerk of court maintain sound fiscal and administrative practices, and advance initiatives through effective working relationships with the city's administration, prosecutor, community agencies, law enforcement, neighboring courts and the Supreme Court of Ohio.

The judges and the clerk of court have established and manage a program for public access to electronic case files and schedules. An electronic filing system is being developed to improve efficiency of documentation, and enhance access to schedules and records for attorneys, law enforcement and the general public.

The Youngstown Municipal Court respectfully submits the 2020 Annual Report as required in accordance with Ohio Revised Code, Section 1901.14 (A)(4). The report focuses on the court's judicial, administrative, and fiscal activity for the year.



Hon. Carla J. Baldwin
Administrative/Presiding Judge



Hon. Renee M. DiSalvo
Judge



Sarah Brown-Clark
Clerk of Court



Honorable Carla J. Baldwin

Administrative & Presiding Judge
Judge 2018 – Present

Carla J. Baldwin is a lifelong resident of the Mahoning Valley. She presently serves as the Administrative and Presiding Judge of Youngstown Municipal Court where she presides over misdemeanor criminal cases and traffic cases. She also is proud to serve those who have served by presiding over the Veterans Treatment Court, which is a specialized docket certified by the Supreme Court of Ohio. Judge Baldwin also presides over the Drug Court, which is also a specialized docket.

The Judge received her Bachelor of Arts degree in Political Science from Capital University (Columbus, OH). She obtained her Juris Doctorate degree from Western Michigan University Thomas M. Cooley Law School (Lansing, MI) with a concentration in Litigation. She has been a member of the Ohio Bar since 2008. She most recently worked as a full-time Magistrate in Mahoning County Juvenile Court. Prior to this appointment she worked for the Mahoning County Prosecutor's Office for eight years serving as an Assistant County Prosecutor in both the Criminal and Juvenile Divisions. She presently serves as an Adjunct Instructor at Eastern Gateway Community College. She has served as an Adjunct Instructor in the Criminal Justice and Forensic Sciences Department at Youngstown State University.

Judge Baldwin presently serves on the boards of Inspiring Minds, Basement Ministries, Raymond John Wean Foundation, Opera Western Reserve and The Butler Institute of American Art. She is a member of the Mahoning County Corrections Planning Board, Youngstown Warren Black Caucus, Delta Sigma Theta Sorority, Inc., Mahoning County Bar Association, Ohio State Bar Association and the Greater Youngstown League of Women Voters. She is a past member of the Mahoning County Young Democrats, Sojourner House Advisory Board, Junior League of Youngstown, Junior Civic League, Mahoning County CASA , YWCA of Youngstown, Nathaniel R. Jones Inn of Court and Youngstown Chapter of The Links, Incorporated. She has also served as Parliamentarian for the Ohio Young Democrats.

- YWCA's Board Member of the Year Award (2013)
- Mahoning County Young Professionals 25 Under 35 Award (2014)
- YWCA's Outstanding Achievement Award (2017)
- Ebony Lifeline Support Group Inc. Community Service Award (2017)
- Alpha Kappa Alpha Sorority, Inc., Epsilon Mu Omega Chapter Woman of Courage and Vision (2018)
- Diva of Distinction given by her Youngstown Alumnae Chapter of Delta Sigma Theta Sorority Inc.(2018)
- Judicial Award from the Ohio Association of Magistrates (2018)
- Trailblazer of the Year Award from Omega Psi Phi Fraternity (2018)

- Ohio State Bar Foundation Community Service Award for Attorneys 40 and Under (2018)
- Inducted as an Ohio State Bar Foundation Fellow (2019)
- Inducted as an Honorary Member of Pi Sigma Alpha at Youngstown State University (2019)
- Ohio Legislative Black Caucus Phoenix Award (2019)
- Athena Award Nominee (2020)
- NASW Region 4 Public Elected Official of the Year (2020)

Judge Carla J. Baldwin made history on November 7, 2017, when she became the first African-American female elected as judge in Mahoning County.



Honorable Renee M. DiSalvo

Judge 2018 – Present

Renee DiSalvo was born and raised in Youngstown Ohio. She attended St. Dominic's Elementary School and graduated from Woodrow Wilson High School. She is the 4th of 5 daughters born to Mary and Anthony DiSalvo. As a victim of domestic violence Judge DiSalvo became a single mother on public assistance. Determined not to become a statistic she attended and graduated Summa Cum Laude from Youngstown State University. She obtained her Juris Doctorate Degree from Akron University Law School and began her practice in 1997. Judge DiSalvo was employed as a trial lawyer with Nationwide Insurance Trial Division and later Betras, Kopp and Harshman LLC. She served as Assistant Prosecutor for the City of Youngstown and part-time mediator for Mahoning County Common Pleas and was owner of DiSalvo Law, LLC. She served as an adjunct instructor at Youngstown State and Kent State Universities. She is married to Michael Ramun and together they have an amazing blended family and 5 grandchildren.

Judge DiSalvo has a history of community service including OCCHA, Angels of Easter Seals, YSU Alumni Board and Youngstown Air Force Reserve Base Community Council Board. Currently, she serves as Executive Director for the "Meet Me at the Cross" organization which promotes community unity and Executive Board Member of the Bair Foundation which finds homes for high risk children. She serves as a member of Mahoning County Bar Association Lawyers Assistance, Access to Justice and Memorial Committees, Ohio State Bar Association, Association of Municipal and County Judges, American Judges Association and Greater Youngstown League of Women Voters.

Upon taking the bench Judge DiSalvo enlarged and improved upon the Suspended License Intervention Program developed by her predecessor. She developed in cooperation with Legal Aid, BMV, and local agencies, a community outreach SLIP Clinic. Judge DiSalvo works with the local Human Trafficking Task Force and has obtained initial certification from the Supreme Court of Ohio for the area's first victim of human trafficking court aptly named Growth Restored through Acceptance, Change and Empowerment (GRACE). Judge DiSalvo has future plans for a "Getting Ahead" program based on "Bridges out of Poverty."

Judge DiSalvo is called upon to be the keynote speaker for various organizations and events. She is a recipient of the Rotary Foundation Paul Harris Fellow award for "tangible and significant assistance given for the furtherance of better understanding and friendly relations among peoples of the world."

Judge DiSalvo was appointed to the bench by Gov. Kasich November 5, 2018 to Judge Elizabeth Kolby's unexpired term and was elected to a full 6 year term on November 5, 2019.



Attorney Anthony Sertick Jr.

Magistrate 2001 - Present

Anthony Sertick Jr. was born, raised and has lived in the Youngstown area his entire life. He graduated from Austintown Fitch High School. He received his Bachelor of Arts degree in Political Science from Youngstown State University and obtained his Juris Doctorate degree from the University Of Akron School Of Law. He began his career as an attorney in the Law Department of the City of Youngstown where he interned while in law school and accepted the position of Assistant Law Director upon graduation in 1991.

The Magistrate has served as Assistant Prosecutor for the Mahoning County Prosecutor's Office and Legal Administrator for Mahoning County Department of Job and Family Services. He presently serves as Magistrate for the Youngstown Municipal Court a position he has held since 2001.

Magistrate Sertick has served on the boards of Mahoning County Chemical Dependency Program (MCCDP), Tod Children's Hospital Pediatric Board of Ethics, Goodwill Apartments, Mahoning Valley Dispute Resolution Services, Ohio Legal Services, Youngstown Human Rights Commission and the YMCA Community Cup. He presently serves as Director of American Board of Certification, Director of Goodwill Industries in the Mahoning Valley and Director of Mahoning County Board of Developmental Disabilities. He was a former director for the Walnut Grove Project and Easter Seals and was an instructor for Meridian Services (DUI) Drug and Alcohol Intervention Program.

Youngstown Municipal Court

Court Directory

Courtroom #1 (330)742-8855

Honorable Carla J. Baldwin, Administrative & Presiding Judge
Evelyn Ross, Bailiff
Doreene Carson, Secretary

Courtroom #2 (330)742-8853

Honorable Renee M. DiSalvo, Judge
Emma Adams, Bailiff

Courtroom #3 (330)742-8857

Attorney Anthony Sertick, Magistrate
Valarie Jones, Bailiff/Secretary

Administrative Services (330)742-8824

David Magura, Court Administrator
Thais Scott, Administrative Assistant

Assignment Office (330)742-8770

Angela Frederick, Assignment Commissioner
Nancy Testa, Assignment Clerk

Bailiff Department (330)742-8832

George Williams, Chief Bailiff
Keith Boyd, Service Bailiff
Arthur Ward, Service Bailiff
Brenda Rider, Service Bailiff

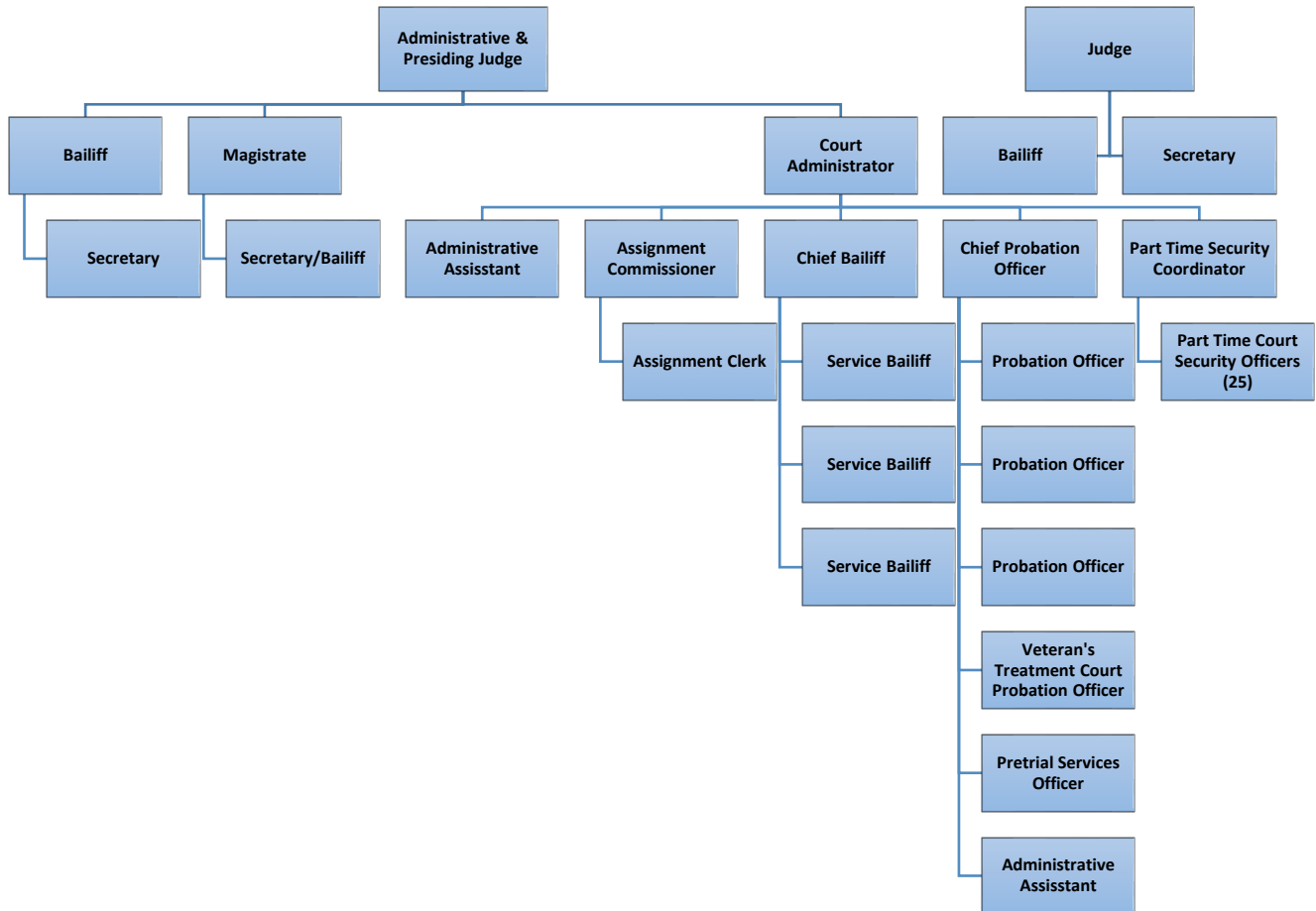
Probation Department (330)742-8848

Melinda Vath, Chief of Probation
Aretha Dawson, Administrative Assistant
Sherry Lewis, Probation Officer
Chauncey Whitlow, Probation Officer
Wendy Maiorca, Probation Officer
Rachel Wagner, Veteran's Treatment Court Probation Officer
Louis Denney, Pretrial Services Officer

Court Security (330)742-8963

Raynor Holmes, Security Coordinator

Youngstown Municipal Court Organizational Chart



Youngstown Municipal Court

2020 Cases and Workload

In 2020, 2619 citations were issued for traffic offenses which include speeding, seatbelt infractions, driving under suspension, driving under the influence of alcohol and drugs, and other types of moving violations. Additionally, 1059 misdemeanor and 432 felony cases were filed in the Youngstown Municipal Court.

Civil complaints may involve contract disputes, claims for recovery of money, or forcible entries. A total of 852 small claims, 678 forcible entry detainers, 1893 contracts, 21 personal injury claims, and 71 other civil cases were filed.

Other cases presented to the court include probation violations, motion hearings, and bond revocation hearings. A total of 2526 cases were carried over from the previous year along with 709 cases which were reactivated due to arrests for failing to appear. A total of 10,860 cases were filed in 2020.

If a defendant pleads not guilty, the case will proceed to a hearing, pre-trial, or trial. It is common in the Ohio Trial Court system to have multiple courtroom events for a single case. Oftentimes, a specialized docket, such as Drug Court or Veterans Treatment Court, may involve several hearings to effectively rehabilitate a defendant to reduce recidivism and adequately protect the public.

All of this and much more involves the operation of the court, its two judges, magistrate and staff. As the judicial branch of government in the city, Youngstown Municipal Court recognizes its duty to provide the community with fair and impartial access to justice in a timely fashion.

As a member of the Ohio Trial Court System, the court follows the Ohio Supreme Court's Rules of Superintendence, which are prefaced by the following: "The foundation of our government rests upon the confidence of the people in the ability of their courts to achieve liberty and justice for all under the law. The fair, impartial, and speedy resolution of cases without unnecessary delay maintains this confidence, safeguards the rights of litigants to the just processing of their causes, and earns the trust of the public."

Youngstown Municipal Court

Court Programs

The Youngstown Municipal Court is committed to developing progressive and innovative programs that positively impact the quality of life of residents within the community. Specialized dockets are programs that are dedicated to specific types of offenses or offenders and use a combination of different techniques for holding offenders accountable while also addressing the underlying causes of their behavior.

Youngstown Municipal Court Drug Court

The Youngstown Municipal Court Drug Court earned final certification from the Ohio Supreme Court's Commission on Specialized Dockets on 11/18/20. Judge Carla J. Baldwin currently presides over this docket. The target population of the program includes offenders who have been charged with criminal offenses and the court has reason to believe that drug and/or alcohol usage was a contributing factor leading to their criminal behavior. The objective of the program is to address the offender's substance abuse and/or co-occurring disorders through comprehensive assessment and implementation of a treatment plan. Upon successfully completing the program requirements, participants are eligible have their charges reduced or dismissed. Participants who fail to comply with the program requirements are transferred to the courts general docket.

In 2020, 18 applications were submitted for admission into the program. Of those submitted, 16 defendants entered the program, and three participants have since been terminated. 201 urine drug screens were administered, 41 of which rendered positive results. Program incentives have included positive reinforcement and phase advancements and sanctions include sentences to local incarceration.

On 3/4/20, the court was awarded \$24,000.00 from the Mahoning County Public Health Drug Overdose Prevention Grant. Grant funds were used to facilitate opiate overdose education courses for court personnel, program participants, and their families. On 12/23/20, the court was awarded \$75,000.00 from the Ohio Department of Mental Health and Addiction Services (OMHAS) Specialized Docket Subsidy Project. Funds will be allocated to provide supportive services to program participants and to offset payroll costs of the specialized docket staff.

Youngstown Municipal Court Veterans Treatment Court

The Youngstown Municipal Court Veterans Treatment Court earned final certification from the Ohio Supreme Court's Commission on Specialized Dockets in January of 2011. Judge Carla J. Baldwin currently presides over this program which was created to provide judicially monitored treatment to military veterans who find themselves struggling with substance addiction, mental health disorders, or co-occurring disorders. The court's objective is to provide veterans with treatment services and/or academic and vocational skills advancement through a collaboration of community service agencies. Eligible participants are veterans who have been charged with nonviolent offenses who have received a clinical diagnosis of drug or alcohol dependency, mental health disease, traumatic brain injury, or related disorders.

Since its inception, a total of 107 veterans have applied for admission into the program and 64 participants have successfully completed the program. In 2020, 10 veterans participated in the program and 4 participants successfully completed the program. 212 urine drug screens were administered, 22 of which rendered positive results. Program incentives included positive reinforcement, phase advancements, gift cards, and graduation. Program sanctions included electronically monitored house arrest, community service, written essays, and sentences to local incarceration.

On 1/22/21, the court was awarded \$195,000.00 from the United States Department of Justice Office of Justice Programs. Funds will be allocated to provide supportive services to program participants and to offset payroll costs of the specialized docket staff. On 3/8/21, the court was awarded \$30,000.00 from the Ohio Department of Mental Health and Addiction Services (OMHAS) Specialized Docket Subsidy Project. Funds will be allocated to provide supportive services for program participants and to offset payroll costs of the specialized docket staff.

Suspended License Intervention Program (SLIP)

The Honorable Elizabeth A. Kobly implemented the Suspended License Intervention Program on August 14, 2002. In 2018, Judge Renee M. DiSalvo incorporated this diversion program into her docket without additional funding or staffing. This program was created to benefit individuals stuck in the cycle of continued license suspensions by assisting them in reinstating their driving privileges. Participants are screened by the probation staff for eligibility. Upon being found eligible and paying a program fee, participants work with court personnel and social service agencies to develop a plan to reinstate their driving privileges. Upon securing a valid Ohio driver's license and insurance, participants may be eligible to have their charges reduced or dismissed. Participants who fail to obtain a valid license or fail to comply with any of the program requirements are transferred to the courts general docket.

In 2020, 24 individuals were accepted into the Suspended License Intervention Program. 20 participants successfully completed the program in 2020. Since the inception of the program, 1418 individuals have successfully completed the program.

Youngstown Municipal Court

Probation Department

The Youngstown Municipal Court Probation Department provides several important services to the Court and ensures the safety of the community by providing community-based supervision and rehabilitation services through a multi-disciplinary approach. By facilitating positive offender change, the probation department can adequately protect the community, assist victims, and enhance lives through proactive intervention, prevention and enforcement. Probation department personnel consisted of one chief of probation, three probation officers, one veterans treatment court probation officer, one pretrial services officer, and one administrative assistant.

Probation Services Division

The Probation Services Division is responsible for providing supervision services to all individuals granted probation by the Court. In addition to providing supervision services, the probation staff monitors compliance to all special conditions of probation which include but are not limited to substance abuse and mental health treatment, anger management, counseling, community service, electronically monitored house arrest, continuous alcohol monitoring, random drug and alcohol screening, orders of restitution, and a myriad of other specialized services.

On 6/10/20, the probation department was awarded a \$1,050.00 grant from the Western Reserve Transit Authority to purchase 350 daily bus passes. The passes will be distributed to individuals under probation supervision to attend probation appointments, substance abuse and mental health appointments, and to provide transportation to needed supportive services.

Table 1: 2020 Probation Referrals:

	Probation Referrals	Basic Supervision	Intensive Supervision	Non-Reporting
Q1	141	103	11	27
Q2	15	8	2	5
Q3	130	105	19	6
Q4	108	87	12	9
Total	394	303	44	47

Table 2: 2020 Probation Terminations:

	Probation Terminations	Successful	Negative	Deceased	Other
Q1	386	128	21	2	235
Q2	95	84	6	4	1
Q3	98	72	20	3	3
Q4	139	119	14	3	3
Total	718	403	61	12	242

Pretrial Services Division

In January of 2019, The Youngstown Municipal Court Pretrial Services Department was created in an effort to provide information to judicial officers to assist in making informal bail determinations and to provide supervision services that promote public safety and maximize court appearance. To achieve this, local non-profit agency Community Corrections Association partnered with the court to utilize funding from the Targeted Community Alternatives to Prison (T-CAP) grant.

Upon being booked into the Mahoning County Justice Center, each eligible detainee is given the opportunity to complete a pretrial investigation. After a thorough investigation and offender interview, pretrial officers complete an Ohio Risk Assessment System – Pretrial Assessment Tool (ORAS-PAT). The ORAS-PAT is a nationally recognized, validated, pretrial risk assessment tool that utilizes defendant specific risk factors to predict a defendant's likelihood to appear in court and their likelihood of committing a new criminal offenses while awaiting trial.

When it is determined that a defendant may be released early from custody, officers actively supervise defendants based upon the level of risk each defendant presents. Additionally, they supervise all special conditions of release and utilize an array of services which include automated SMS text notifications, mobile supervision applications, electronically monitored house arrest, and GPS monitoring with exclusion zones.

In 2020, 436 pretrial assessments were completed. Of those interviewed, 277 pretrial detainees were recommended for release.

The Pretrial Services Division provides several other vital services to the Court and to the community to include expungement investigations, presentence investigation reports, competency evaluation referrals, and intervention in-lieu of conviction assessments and supervision services.

National Selection

In 2020, the court was selected as one of five courts nationally to participate in the Advancing Pretrial Policy and Research Learning Sites pilot project. This 16-month project includes access to a comprehensive team-based online learning platform which is designed to undertake the complex process of change management to promote pretrial improvements. A diverse policy team was assembled which is comprised of various community stakeholders who actively participate in a collaborative process that includes cooperative learning and decision making. The policy team meets regularly to review available data and to analyze current pretrial policies and practices to identify opportunities for improvement to enhance equity and the success of our pretrial system. At the end of the pilot project, the court will adopt the use of the Public Safety Assessment (PSA) to assist judicial officials in making more informed bail determinations.

Probation Internship Program

The Probation Intern Program was designed to broaden the court's commitment to the community by selecting qualified college students to serve in volunteer non-compensated positions within the Court. Interns are able to enhance and broaden their education with practical experience in the field of criminal justice. In 2020, students from Bowling Green State University, Youngstown State University, and Kent State University participated in the program.

Youngstown Municipal Court

Bailiff Services and Jury Services

Youngstown Municipal Court employs three service bailiffs to deliver court documents and orders within the Youngstown city limits. The Court's service bailiffs deliver subpoenas requiring attendance for a criminal, traffic or civil case pending before the court. The bailiffs also serve notices, or post notices related to eviction proceedings (forcible entries) or property recovery (replevins), notice of debtor's exams, and writs of eviction that include supervising actual evictions. During a replevin, a court service bailiff will oversee property recovery by the rightful owner. The chief bailiff also serves as jury commissioner. Jury commissioner duties include random selection of potential jurors, sending notices, coordinating, and creating jury pools, and overseeing juries during trials.

Case Assignment Office

The case assignment office is adjacent to the court administration offices. An assignment commissioner and assignment clerk manage the court dockets for the two judges and magistrate by following a system of random assignments for new cases. This office also serves the court by scheduling pretrials, trials, sentencings, probation violations or preliminary hearings. Assignment office personnel work closely with courtroom bailiffs to manage daily schedules for the court, and to ensure cases come to trial within time set by the Ohio Revised Code. The assignment commissioner's and assignment clerk's duties also include filing monthly reports with the Supreme Court of Ohio, managing civil dockets for the judges and magistrate; scheduling court-ordered language and sign interpreters; coordinating court dates with attorneys; and managing the courts access to LEADS reports.

Sarah Brown-Clark

Clerk of Court
2000 – Present

Sarah Brown-Clark is a 1971 cum laude graduate of Ohio University with a Bachelor of Science degree in English. She earned her Master of Arts degree in English from Ohio University in 1972 and earned hours towards a Ph.D. in English from Kent State University. Currently Ms. Brown-Clark is the clerk of the Youngstown Municipal Court, a position to which she was elected in November 1999. She is retired from Youngstown State University where she was an Associate Professor of English since 1972 and currently has Faculty Emeritus status.

After her election to the office of Youngstown Municipal Clerk of Court in 1999, Sarah Brown-Clark became actively involved in court management. She was elected to a three-year term on the Board of Directors for the National Association for Court Managers in 2001. At the conclusion of her term on the Board in July 2004, she was appointed to serve on the prestigious Professional Development Committee of the organization. In addition, Ms. Brown-Clark served on the American Judges Association and the National Center for State Courts Judicial Education on Substance Abuse Committee as well as the National Center for State Courts Advisory Board for Serving Limited English Proficient Battered Women. In 2006, Ms. Brown-Clark was appointed to the Michigan State University Judicial Administration National Advisory Board. On the state level, she is a past President of the Ohio Association of Municipal Court Clerks and serves on several Supreme Court Committees, among which are the Court Personnel Education and Training Committee in the Judicial College division and the Adhoc Rights Restoration Committee.

Ms. Brown-Clark was the recipient of the Professional Certification Award from the Ohio Association of Municipal Clerks. In addition, she chairs the Education and Certification Committees.

In 2004, Ms. Brown-Clark passed the National Association of Parliamentarians exam and served as the Central Area Parliamentarian of The Links, Incorporated.

She is a past recipient of the following awards:

- 1990 Ohio Education Association Holloways Human Relations Award
- 1993 Youngstown State University Women's Studies Award
- 1998 Youngstown State University Distinguished Professorship Award for Service
- 1999 Youngstown State University - NAACP Lifetime Achievement Award
- 2002 Buckeye Elks Lodge #73 award for "Excellence in the Community for Governmental Services"
- 2002 Youngstown-Mahoning Chapter of the International Association of Administrative Assistants "Executive of the Year"
- 2004 Omega Psi Phi, Psi Omicron Chapter "Woman of the Year"
- 2006 Ohio Association of Municipal Court Clerks "Outstanding Clerk of the Year"
- 2008 Donald Lockett Post #6488 Trailblazer Award
- 2008 Youngstown State University Black Alumni Distinguished Citizen Award
- 2012 Elected to third term as Youngstown Municipal Clerk of Court
- 2012 Elected to the Ohio Electoral College
- 2017 Recipient of the Elizabeth Powell Award for Government and Community Leadership
- The First Fridays In the Valley "Community Support Award"

The Clerk of Court office is responsible for the Court record, which is to be maintained in accordance with the Ohio Revised Code for public records. The Clerk is responsible for accepting payments of court costs, fines, restitution to victims, processing of various filing fees, and appropriately disbursing of the monies according to court order and Revised Code.

The Clerk of Court office has four specific divisions: criminal, traffic, parking and civil. The criminal division processes criminal misdemeanor complaints that occur in the City of Youngstown. It also processes felony charges from arrest to preliminary hearing, and then transfers them to the Court of Common Pleas. The traffic division processes all traffic violations, ranging from operating a motor vehicle while under the influence to minor moving violations.

The parking division serves as the Violations Bureau for parking summonses.

The civil division accepts claims of up to \$15,000. The Small Claims is a subdivision of the civil division and it is intended to resolve disputes quickly and inexpensively. Claims may be filed without legal representation and are heard by the magistrate. Small claims may not exceed \$6,000.

Trusteeship is a subdivision of the civil division that enables a resident to request reorganization of debt. The Clerk of Court serves as a Trustee for the applicant, distributing the debtor's funds to creditors.

The Department of Records maintains all files in accordance with the Ohio Revised Code.



2020 Financial Summary

Civil Division Receipts

Filing Fees	\$ 282,228.62
Judgments & Deposits	\$ 1,065,089.24
Trusteeship Payments	\$ 29,380.53
<u>Landlord/Tenant Rent Payments</u>	<u>\$ 7,766.00</u>
Total Civil Receipts	\$ 1,384,464.39

Criminal & Traffic Division Receipts

Fines, Costs and Fees	\$ 563,385.06
Bonds Collected	\$ 31,995.00
<u>Restitution</u>	<u>\$ 23,189.96</u>
Total Traffic & Criminal Receipts	\$ 618,570.02

Parking Division Receipts

Parking Penalties	\$ 138,897.12
<u>Refunds (from overpayments)</u>	<u>\$ 515.00</u>
Total Parking Receipts	\$ 139,412.12

Receipts

\$2,142,446.53

To: City of Youngstown

Clerk Computer Fund	\$ 1,850.60
Computerized Legal Research	\$ 6,822.00
Court Capital Improvement	\$ 21,220.00
General Fund	\$ 122,726.05
Legal Aid City	\$ 567.92
Bailiff Service Fee	\$ 20,399.00
Interest	\$ 30.09
Special Project Fund – Computer	\$ 1,868.00
<u>Special Project Fund – Facility</u>	<u>\$ 31,836.00</u>
Subtotal	\$ 207,319.66

Civil Distribution of Funds

\$1,384,464.39

To: Daily Legal News	\$ 27,586.00
To: Treasurer of State	\$ 56,224.08
To: Trusteeship Creditors	\$ 27,094.96
To: Landlords & Tenants	\$ 5,845.95
To: Judgment Payments	\$ 1,060,393.74

To: Treasurer of State

General Revenue Fund Costs (public defender)	\$ 2,273.00
Indigent Support Defense Fund	\$ 61,377.44
Reparation Rotary Fund (victims of crime)	\$ 22,896.30
Drug Law Enforcement Fund Justice Services	\$ 5,589.00
½ State Liquor Fines	\$ 50.00
Sealed Record Fees (\$30 per)	\$ 1,080.00
Seatbelt Law Fines	\$ 7,786.00
50% State Highway Patrol Fines	\$ 23,419.00
Child Safety Highway Fines	\$ 150.00
Bureau of Motor Vehicles	\$ 720.00
<u>State Highway Patrol Law Enforcement Fund</u>	<u>\$ 986.00</u>

Criminal & Traffic Distribution of Funds

\$126,326.74

2020 Financial Summary

To: Mahoning County Auditor

State Fines	\$ 116,498.91
10% State Highway Patrol	\$ 4,683.80
½ State Liquor Fines	\$ 50.00
Dog Kennel Fund	\$ 990.00
Sealed Record Fees (\$20 per)	\$ 600.00
Indigent Alcohol Treatment Fund	\$ 2,394.00
Indigent Fee	\$ 740.00
Subtotal	\$ 125,956.71

To: Sheriff of Mahoning County

Political Housing Fund	\$ 3,752.00
Subtotal	\$ 3,752.00

To: Mill Creek Park Treasurer – Fines	\$ 2,760.00
To: Ohio Board of Pharmacy	\$ 1,470.00
To: Mahoning County Bar Association	\$ 6,303.87
To: Crime Stoppers	\$ 507.00
To: Youngstown State University	\$ 50.00
To: State Highway Patrol Drug Fund	\$ 1,085.00
To: Capital Recovery Systems Inc.	\$ 43,638.27
Bond Disbursements	\$ 20,875.80
Restitution Disbursements	\$ 24,489.96
Miscellaneous Disbursements	\$ 1,719.50
Subtotal	\$ 358,934.85

To: City of Youngstown

City Costs	\$ 101,724.90
City DUI Law Enforcement Fund	\$ 858.00
City Drug Law Fines	\$ 5,954.00
City Fines	\$ 12,749.30
Clerk Computer Fund	\$ 4,557.36
Computer Fee	\$ 7,723.00
Veterans Treatment Court Fund	\$ 2,610.00
Indigent Drug Alcohol Account	\$ 1,495.00
Non-Convicted Sealed Record	\$ 330.00
Probation Fee	\$ 35,948.50
Sealed Records Fee	\$ 120.00
SLIP Revenue Fund	\$ 4,483.00
Special Project Fund – Computer	\$ 13,802.00
Special Project Fund – Facility	\$ 52,743.00
State Costs to City	\$ 2,089.88
State Highway Patrol Fines	\$ 18,735.20
Interest	\$ 15.90
Subtotal	\$ 265,939.04

Criminal & Traffic Distribution of Funds

\$624,873.89

2020 Parking Distribution – To: City of Youngstown

Clerk Computer Fund	\$ 930.10
Interest	\$ 7.24
Special Project Fund-Computer	\$ 1,760.00
Special Project Fund-Facility	\$ 1,760.00
General Fund	<u>\$ 118,732.28</u>
	\$ 123,189.62

To: Capital Recovery Systems Inc.	\$ 8,075.50
To: Law Office of Robert Schuerger	\$ 7,814.00
To: Refunds	<u>\$ 333.00</u>
Total Distribution	\$ 139,412.12

2020
**Financial
Summary**

Clerk of Court Directory

Sarah Brown-Clark, Clerk of Court	(330)742-8861
Sandra Breidenstein, Deputy Clerk	(330)742-8964
Sandra Britt, Deputy Clerk	(330)742-8847
Chase Brown, Deputy Clerk	(330)742-8965
Ebony Burnside, Deputy Clerk	(330)742-8862
Michelle Clarett, Chief Deputy Clerk	(330)742-8202
Bill Cunningham, Deputy Clerk	(330)742-8858
Kim Dalton, Information Systems Manager	(330)742-8811
Nicole DeChellis, Deputy Clerk	(330)742-8205
Michael Diana, Deputy Clerk	(330)742-8860
Ann Gugliotti, Deputy Clerk	(330)742-8866
Richard Vince Hill, Criminal Supervisor	(330)742-8209
Joshua Hyman, Deputy Clerk	(330)742-8886
Angela Jones, Deputy Clerk	(330)742-8961
Monica Joyce, Deputy Clerk	(330)742-8866
Kenneth King, Deputy Clerk	(330)742-8878
Joyce Lopez, Civil Supervisor	(330)742-8781
Jeff Patrone, Deputy Clerk	(330)742-8930
Valerie Revere, Deputy Clerk	(330)742-8886
Tamika Shelton, Deputy Clerk	(330)742-8886
Jennifer Sobnosky, Deputy Clerk	(330)742-8863
Teresa Steward, Deputy Clerk	(330)742-8846
Denise Warren, Deputy Clerk	(330)742-8836
Ron Winphrie, Deputy Clerk	(330)742-8846

Youngstown Municipal Court Security Services



Youngstown Municipal Court established a court-operated security program in 2011 for the safety and security of the thousands of people who come into the courthouse and city hall each week.

The court hired 25 part-time law enforcement security officers and a coordinator as court deputy bailiffs to address standards established by the Supreme Court of Ohio. Each Court security officer is certified by the Ohio Peace Officers Training Academy, has police training and experience, and is also commissioned by the Youngstown police chief. The officers, who also undergo annual police training, come from the ranks of retired or active-duty law enforcement agencies in the Mahoning Valley.

The court developed a security program based on Supreme Court of Ohio standards in cooperation with the Youngstown Law and Finance departments and City Administration. A part-time schedule was shaped to match city payroll costs allocated previously for private security company services. The court security plan and annual budget were approved and adopted by city council.

The court's security program provides services for the courtrooms and court area, and screening at the entrances to city hall and police department. Court security services are also provided at city council meetings, and other events in city hall.

All persons entering the Youngstown Municipal Court and city hall building are subject to the rules established for the security of the buildings. The court's security staff has a significant task at the screening stations. All persons entering the buildings pass through the security screening checkpoint each time they enter and leave the building. All items carried into the courthouse will pass through the x-ray machine. Court security officers will confiscate all illegal weapons and any item which can reasonably be assumed to be a weapon can be held for safekeeping while the owner is in the building. Court security officers have the authority to refuse entry to any person who refuses to comply with these regulations.

The court's security offices are located on the first floor of courthouse and the first floor of city hall, across from the mayor's office.

Legal Terms

Acquittal: A verdict in a criminal trial in which the defendant is found not guilty of the charge.

Answer: A pleading filed with the court and served upon the opposing party that responds to the allegations contained in the plaintiff's complaint. An answer may admit a certain fact, or deny certain allegations.

Appellant: The litigant who brings the appeal.

Arraignment: The first appearance before the court in which the defendant is advised of the charges, possible penalties if found guilty, his/her rights in the court, bond if any, the right to court appointed counsel.

Bail: A thing of value, for example, money or the deed to a house, given to the court to ensure a defendant's appearance in court. If the defendant appears at all court proceedings as required, the bail is returned at the end of the case, subject to all outstanding costs being paid. If the defendant fails to appear as required, the bail may be kept by the court. Bail can be personal, 10%, cash or surety.

Bench Trial: A trial decided by a judge or a magistrate instead of a jury.

Burden of Proof: The obligation of a litigant to offer evidence to prove or disprove an allegation in court. Examples are preponderance of the evidence beyond a reasonable doubt.

Case Law: The body of the law created by judges' written opinions.

Complaint: An initial pleading filed in a civil case which spells out why the Plaintiff is suing the defendant, and the amount of money which is being demanded. A complaint is filed with the court, accompanied by an appropriate filing fee, and will be served upon the defendant.

Court Appointed Attorney: A private attorney who has agreed to represent criminal defendants who cannot afford to hire a private attorney. Eligibility is based upon financial information.

Damages: Money awarded to a plaintiff in a civil case. Damages are assessed against the defendant who is found by the jury or judge to have been responsible for the plaintiff's injuries.

Defendant: The person being sued in a civil case, or the person who has been charged with a crime/driving offense in a criminal/traffic case.

Discovery: An all-encompassing term for a process by which either side in a litigation asks questions in writing that are answered under oath by the opposing party; discovery also encompasses the requesting of certain documentary evidence. Depositions, which involve oral testimony taken before a court reporter, are also considered as part of discovery.

Execution: Typically means the way a person attempts to collect a judgement. The most common being wage garnishment, bank attachment, and judgement debtor's examination.

Injury: Any legal harm, wrong or damage done to a person's body, property, rights or reputation, and that the law recognizes as deserving redress.

Jury Charge: The judge's address to the jury after all testimony has been heard in a trial. The charge explains the law that the jury is to apply in deciding on a verdict.

Litigant: Someone who is a party to litigation. The litigant can be the side bringing lawsuit or the side being sued.

Litigation: A legal dispute between parties argued in court.

Mistrial: A trial that is terminated by the judge before a verdict is returned. For example, a judge might declare a mistrial if the jury is deadlocked and cannot reach a decision.

Opinion: A written explanation of a court's decision in a matter.

Personal Bond: Sometimes called "personal recognizance." When given a personal bond the defendant is not required to put up any money, and instead, the defendant's signature is his/her promise to appear at future hearings.

Petit Jury: A group of citizens summoned to and sworn by the court to hear evidence and render a verdict in a trial. In Municipal Court the jury is comprised of eight (8) jurors and one alternate juror.

Plea Bargain: An agreement between a criminal defendant and the City, in which the defendant admits having committed a crime. In return, the City dismisses or amends some or all of the charges, or asks a Judge to impose a less severe sentence. The Judge is not bound by the terms of a plea bargain.

Pretrial: A hearing conducted by the Court to determine whether or not the matter can be resolved without the need for a trial.

Statutory Law: Written laws enacted legislatures, such as the Ohio State Legislature or the Youngstown City Council.

Subpoena: An Order of the Court for a certain person to appear at court on a certain date and time. Failure to comply with a subpoena may result in a warrant being issued for the non-reporting person's arrest.

Time Waiver: In a criminal case, the defendant has a right to be brought to trial within a certain number of days. The defendant may agree to waive the right to be brought to trial within that time period to allow the case to be scheduled for a pre-trial conference.



Youngstown Municipal Court

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www.youngstownmunicipalcourt.org
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